



CITY OF CARLSBAD
APPLICATION REQUIREMENTS FOR:

PLANNED UNIT DEVELOPMENT/CONDOMINIUM RESIDENTIAL ADDITION PERMIT (PDRAP)

A Planned Unit Development (PUD) Residential Addition Permit is an administrative permit to allow a property owner of an existing single-family or duplex Planned Unit Development or Condominium unit to construct additional improvements (garage, workshop, porte cochere, guesthouse, room addition or other habitable structure). This amendment must be publicly noticed and requires Planning Director approval.

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

The following materials shall be submitted for each application or for combined applications on a single project.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

A. SITE PLAN – Four (4) copies drawn to scale and fully dimensioned on 24" x 36" sheet(s). Each site plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Dimensions and locations of all structures on the property.
- ☐ b. Dimensions and locations of driveways.
- ☐ c. Distance between buildings and/or structures.
- ☐ d. Location, height, and materials of walls and fences.
- ☐ e. Property lines (bearings and distances) and centerlines of street.
- ☐ f. Existing easements.
- ☐ g. The location of structures on all adjacent properties.
- ☐ h. Location of "exclusive use areas."
- ☐ i. Lot size.
- ☐ j. Total building (lot) coverage - existing and proposed.
- ☐ k. Setback dimensions for required front, rear and side yards for all structures.
- ☐ l. Clear distinction between existing building area and proposed building area.

B. BUILDING ELEVATIONS AND FLOOR PLANS – Four (4) copies drawn to scale and prepared on 24" x 36" sheet(s). Floor plans shall indicate the proposed use of each room.

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐ A. Completed Land Use Review Application Form.
- ☐ B. Completed Project Description Form.
- ☐ C. Completed Disclosure Statement.
- ☐ D. Public Noticing Information – The following information is needed to adequately inform surrounding property owners of your request for a PDRAP.
 - 1. A typewritten list of names and addresses of all property owners within a 100-foot radius of the subject property, including the applicant's and owner's address. The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
 - 2. One (1) set of mailing labels of the property owners within a 100-foot radius of the subject property. The list must be typed in all **CAPITAL LETTERS, left justified, void of any**

